



Navy Mentor-Protégé Program

December 4, 2008

by

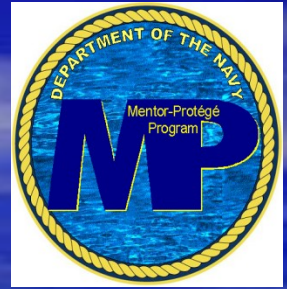
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Office of Small Business Programs



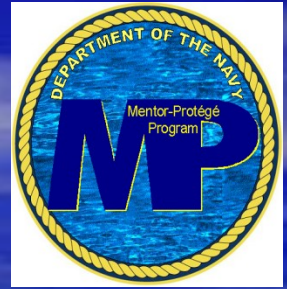
AGENDA



- BACKGROUND
- ROLES AND RESPONSIBILITIES
- EVALUATION PROCESS
- SUBMISSION CYCLE
- REPORTING
- ACTIVE AGREEMENTS
- FINANCIAL STATUS



BACKGROUND



- The Department of Defense (DoD) Pilot Mentor-Protégé Program was established under Section 831 of Public Law 101-510.
- The purpose is to provide incentives for DoD contractors to assist small businesses in enhancing their capabilities and participation in Government and commercial contracts.



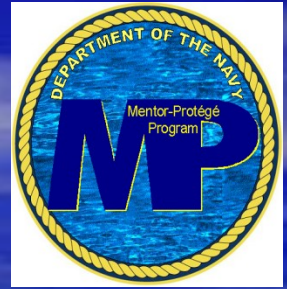
BACKGROUND



- 2 Types of agreements:
 - Credit
 - A credit agreement provides the mentor credit against applicable subcontracting goals established under contracts with DoD and other Federal agencies. For more information, contact DCMA at www.dcma.mil.
 - Reimbursable
 - A reimbursable agreement provides monetary reimbursement only for the cost of developmental assistance incurred by the mentor firm provided to a protégé firm in accordance with the approved agreement.



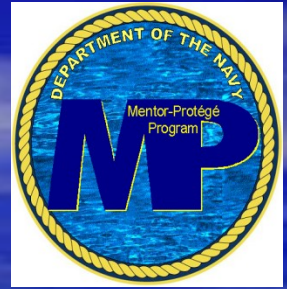
BACKGROUND



- Mentors receive compensation for their cost associated with the M-P agreements in the form of credit and direct reimbursement.
- A reimbursable agreement provides monetary reimbursement only for the cost of developmental assistance incurred by the mentor in accordance with the approved agreement.



Responsibilities of HCAs



- Mentors submit requests and/or reports to the HCA Small Business Office.
- The HCA Small Business Office reviews the requests and endorses/forwards it to the Navy Mentor-Protégé Program Manager.
- The Navy Mentor-Protégé Program Manager reviews proposal package for completion.



Responsibility of HCAs



- The Head Contracting Activity (HCA) Small Business Office is responsible for the overall administration and management of their Mentor-Protégé program.
- The HCA Small Business Office will coordinate with other departments within the activity to ensure the requirements of DFARS 219.7103 and DFARS Appendix I are met, and coordinated with the Office of the Secretary of the Navy (OSN) OSBP.



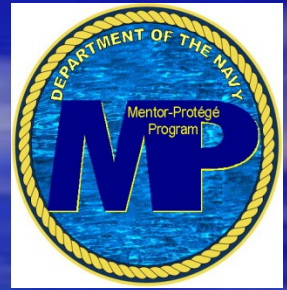
Responsibilities of the Contracting Officer



- The contracting officer's responsibilities are detailed at DFARS 219.7103-2. These responsibilities include adding Mentor-Protégé agreements to existing contracts, issue modifications for funding, extensions, and deobligation of unused funds.
- The agreement will be added as a separately priced cost reimbursable line item to the appropriate existing Navy contract.



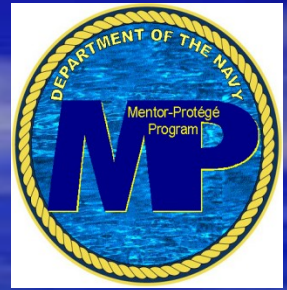
Responsibilities of the Contracting Officer



- Once funding is received at the HCA, the contracting officer should issue a modification adding the funding to the contract and the Contract Data Requirements List (CDRL) for the reporting requirements.
- The agreement and technical proposal portions excluding the cost proposal should be added to the contract as an attachment.
- A special contract clause should be added stating all GFE purchased under this CLIN shall be abandoned in place at the Protégés facility upon completion of the agreement



Responsibilities of the Program Manager



- Program Managers are responsible for sponsoring Mentor-Protégé agreements. An endorsement letter acknowledging the agreement to be added to an existing contract under their program cognizance will acknowledge sponsorship.



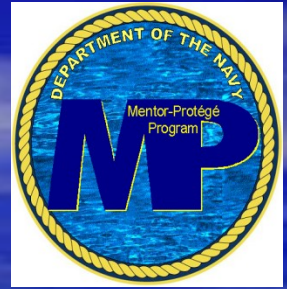
Evaluation Process



- All proposals shall be submitted to and endorsed by a Head Contracting Agency (HCA) Small Business Office . The HCA Small Business Office should forward endorsed agreements for evaluation to the Mentor-Protégé Program Manager for final review by an evaluation board.



Evaluation Process



- An evaluation board is assembled (3 reviewers) preferred
 - Program Manager
 - Small Business Specialist
 - Contracting Officer
- Each board member conducts independent assessments and submits their scores to the Navy MP Program Manager.



Submission Cycles



- The Small Business Office should forward endorsed Mentor-Protégé agreements for evaluation to the Navy M-P Program Manager by close of business on the following cut off dates:
 - *August 30th*
 - *November 30th*
 - *February 28th*
 - *May 31st*
- Proposed agreements will be evaluated and forwarded to the DoN Mentor-Protégé Program Manager for approval and funding or rejected within 30 days after the above cut off dates. If the initial proposal is returned, it may be resubmitted a maximum of two more times. (A total of three (3) submissions)



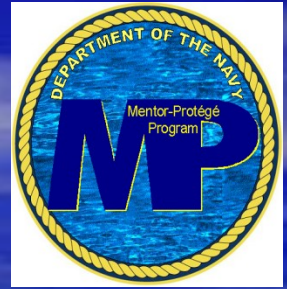
Reporting



- Monthly Expenditure Reports
 - Due on the 20th of every month.
- Semi-Annual Reports
 - Program regulations require each mentor-protégé agreement to submit semi-annual reports as described in DFARS Appendix I, Sect I-112
- Post Program Reviews
 - Conducted 2 fiscal years after expiration of the agreement



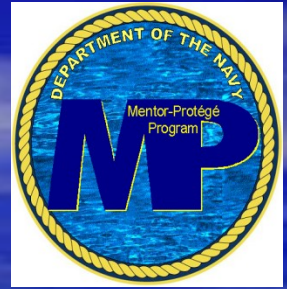
Program Review



- Navy Program Management Reviews (PMRs)
 - Annually at the DoD Mentor-Protégé Conference
 - Annually in August of each year
- DCMA Post Program Reviews
 - Conducted 2 fiscal years after expiration of the agreement



DCMA Contact



- DCMA Mentor-Protégé division has been restructured
- Each Service/ODA has its own DCMA Representatives
- Navy DCMA Contacts:
Enid M. Allen
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DoN Mentor-Protégé Agreement



Active Agreements

#	Mentor	Protégé	HCA	End Date
1	Bell Helicopter Textron Inc.	ACT Aerospace	NAVAIR	05/14/10
2	Lockheed Martin Aeronautics	Aegisound LLC	NAVAIR	05/15/11
3	Northrop Grumman	Customs Manufacturing	MARCOR	9/29/11
4	Northrop Grumman	Gryphon	NAVSEA	01/31/09
5	QED Systems, Inc	Maintenance Inspection Services	FISC	12/19/09
6	Raytheon Missiles	UEC	NAVAIR	09/25/11
7	SAIC	ERRG	NAVFAC	7/28/10
8	SAIC	TMS	NAVFAC	9/30/09
9	Tec-Masters, Inc	Infotek International	NOSBP	03/31/09



Financial Status

- Cost proposed between \$175,000 - \$250,000 per year (<\$750,000 per agreement) for non-manufacturing agreements.
- Cost proposed at \$750,000 per year (\$2.250 million per agreement) for manufacturing agreements.
approximately

Navy FY-09 Budget

	\$ Budget
FY-09	\$5.1M

DoD FY-09 Budget

	\$ Budget
FY-09	\$22.6M



Contacts



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